Equity and Diversity Audit – example of section 1 of report

Introduction and Executive summary

Note: Here is a very brief example of how you could introduce the document with a summary of areas of success and opportunity.

This equity and diversity audit report provides analysis of the workforce as at September 2023. It draws primarily on our workforce data provided by the Public Sector Commission, with our classifications represented based on their equivalence to the Administrative Officer (AO) scale. It also draws on other sources including our Working for Queensland 2023 results, our Conduct and Performance data and workers compensation data.

Key finding from the report include:

- Our agency has made progress against our 2023 Equity and Diversity Action Plan

- Our women in leadership profile is on track and meeting our agency targets and the sector-wide targets.

- Our proportion of Aboriginal and Torres Strait Islander peoples is increasing, although representation is concentrated at lower levels. There is work to be done around improved career opportunities (see section 1) and improved retention (see section 11) and wellbeing (section 12).

- Our agency is making good progress on the number of employees people who identify as having a disability, but there is work to be done to support their opportunity to progress through the career structure (section 1) and their sense of belonging (section 12).

- The agency has a strong profile of CALD1 and CALD2 employees, spread across the hierarchy. Section 12 also confirms that this cohort is having a positive experience in the workplace.

Each section includes a summary of areas for potential focus in 2024-2025.

Section 1. Workforce composition

Women

As at September 2023, our agency workforce of 1518 people comprised 58.76% women. This has remained relatively stable over time (being 58.02% In September 2022).

As Figure 1 shows, women are not equally represented across the agency. They are significantly over-represented at lower levels (AO2-AO4), proportionately represented at AO5 level, and under-represented at AO6 and AO7 levels, but proportionately represented at AO8 level.

Figure 1. Full time equivalent salary for September 2022
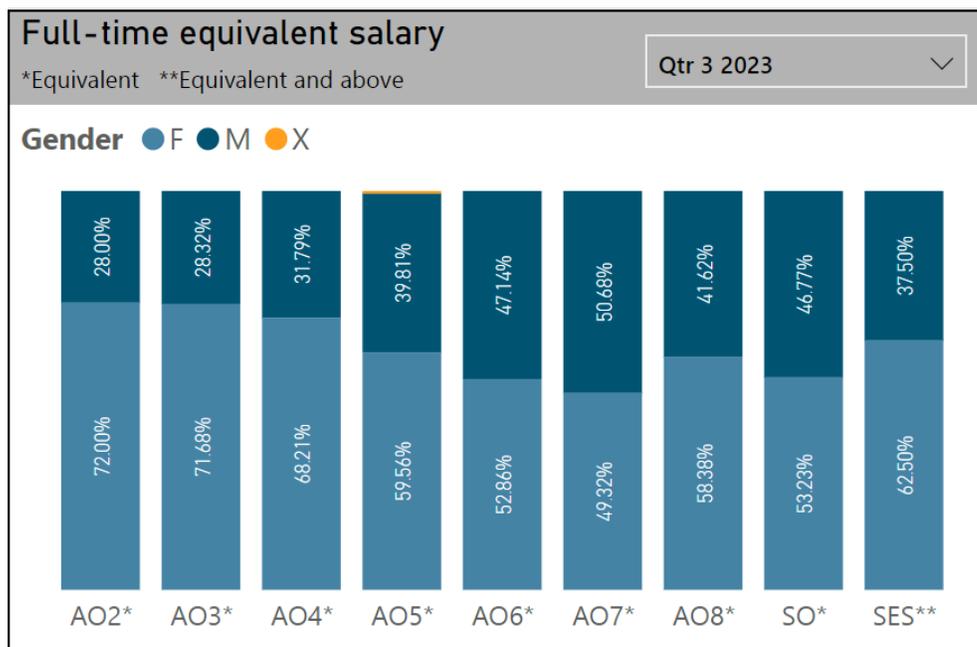
Women in leadership: As shown in Figure 1, women are slightly under-represented at SO level, but have higher representation in the small SES level. Table 1 provides greater detail. The sector-wide targets require 50% women at each leadership level. Our agency has a small SES (n=23), and is performing well against those sector targets and against our agency targets [1]

Table 1. Women in Leadership across levels

Women in Leadership	No Women	No Men	% women	Agency target	Sector target
SO	33	29	53.23%	?	
SES2	9	5	64.29%	?	
SES2 – s122	1	0	100%	?	
SES3	4	1	80%	?	
SES3 – s122	1	2	33%	?	50% at all levels
SES4	NA	NA	NA	?	

[1] Note: you should include your agency targets here.

Organisational units: The representation of women varies across organisational units. Women are over-represented in Business and Corporate services (76.89%), and under-represented in Division ABC (50.2%). They are proportionately represented in Division DEF (57.65%) but under-represented at leadership levels in that division. This under-representation in two divisions is likely due to occupational segregation and the traditionally male dominated nature of those workforces. *This may be a priority area for investigation and review of the measures in our action plan.*

Age: Analysis of women by classification and by age indicates that women are slightly over-represented in the 30-44 year age bracket (66.05%). They are under-represented in the 60+ age cohort (44.25%). Women are concentrated in lower classification levels for all age brackets above 45 years.

Regions: The representation of women across regions (including the overall number/proportion of women, and their representation across levels) is similar in 6 of our 7 regions, but much higher in region 7. This supports the earlier observation that gender inequities may be mostly related to occupational segregation. There is also scope to further analyse the success in region 7, to identify the underlying factors (such as regional decision-making, local labour market conditions, etc).

Diversity groups overview

A summary of other diversity groups is outlined in the Table 2, followed by analysis of each group.

Our agency has a high response to the census (80%) and a high response rate for the Working for Queensland survey (78%). However, as for other agencies in the sector, our employees are much more likely to identify with a target group in the anonymized Working for Queensland data than in the census. We also note the high level of 'choose not to respond' in the census, perhaps suggesting some cultural barriers for further investigation. The 2023 Working for Queensland survey did ask respondents for any reasons that they had not identified, and the common responses were (1) nobody asked me to and (2) I am not sure what the agency would do with the results. This is a potential area for analysis and remedies in our action plan.

The following table provides the two data collection responses, compared to our agency targets and sector-wide diversity targets.

Table 2.   Other diversity target groups, MOHRI data and Working for Queensland data

Diversity group		September 2023 MOHRI	2023 Working for Queensland	Agency target	Sector target
Aboriginal and Torres Strait Islander staff		3.03%	?[2]	??[3]	4%
CALD1	Total	13.57%		??	12%
	Born overseas in a mainly English speaking country	7.18%			
	Born overseas in a mainly non-English speaking country	6.39%			
CALD 2. Speak a language at home other than English		9.62%		??	
People with a disability		8.17%		??	12%

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[2] You should extract your Working for Queensland identification rates, alongside the census rates.
[3] Insert your agency diversity targets here, as reported to Leadership Board

The following sections analyse each target group more specifically.

Aboriginal and Torres Strait Islander workforce

- The proportion of Aboriginal and Torres Strait Islander peoples in our agency at 30 September 2023 was 3.03% (46 people). This is similar to the proportion who identify in the Working for Queensland survey.

- This is a strong increase from 2.21% (32 people) in March 2022, as shown in Table 3. This may be a result of xxxx initiative in xxxx division, as a result of our action plan. [4]

- This representation of 3.03% exceeded our agency target and the previous sector-wide target of 3% but there is more work to be done to reach our agency and the sector-wide target of 4% by 2026.

- The majority of people who identify with this target group are women (32 people, 69.57%).

- While the increase in representation is good progress, the cohort remains concentrated in lower classification levels in our agency. As evident in Table 3, there are no employees who identify with this target group at SES level, and only 3 at Senior Officer level.

Table 3.   Representation of Aboriginal and Torres Strait Islander peoples, across time

Quarter-Year	March-2022			June-2022			September-2022			December-2022			March-2023			June-2023			September-2023		
AO salary equiv label	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total
AO2 Equivalent	1	2	3	1	2	3	1	2	3	4	2	6	4	2	6	4	2	6	3	2	5
AO3 Equivalent	4	2	6	4	2	6	5	2	7	4	3	7	3	3	6	4	3	7	5	4	9
AO4 Equivalent	5	2	7	5	3	8	4	3	7	2	3	5	3	2	5	4	2	6	4	2	6
AO5 Equivalent	3	1	4	4	1	5	4	1	5	6	1	7	7	3	10	7	3	10	8	3	11
AO6 Equivalent	4	1	5	3		3	2	1	3	3		3	2		2	3	2	5	3	1	4
AO7 Equivalent	1	2	3	2	2	4	4	1	5	2	1	3	3	2	5	4	2	6	4	2	6
AO8 Equivalent	1		1	1		1	1		1	3	1	4	2		2	2		2	2		2
SO Equivalent	3		3	2		2	3		3	3		3	4		4	3		3	3		3
Total	**22**	**10**	**32**	**22**	**10**	**32**	**24**	**10**	**34**	**27**	**11**	**38**	**28**	**12**	**40**	**31**	**14**	**45**	**32**	**14**	**46**

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[4] It is okay to include potential reasons for improvements, especially if you knew there had been a focused initiative in a particular division or region to improve this statistic

People with Disability

- Our agency is making some progress in the employment of this target group.

- The proportion of people in our agency who identify as having a disability is 8.17% in our census, and a substantially higher 15% in our Working for Queensland results.

- As shown in Table 4, representation has increased over time from 91 people (6.3%) in March 2022, to 124 people (8.17%) in September 2023. This exceeds the sector-wide representation of 3.51%.

- This exceeds the previous agency target of 8%, although substantial work is required to achieve the sector-wide target of 12% by 2026.

- The gender breakdown of people who identify in this cohort resembles our workforce profile (women comprise 58.7% women in our agency, and 57.26% of people identifying in the census as having a disability).

- However, the increased representation has not been distributed across all classification levels. While there has been notable increase at AO6 level, there is has been little improvement at AO7 and Senior Officer level, and there are no SES who identify as having a disability.

- An area for attention in our action plan is to continue to recruit people with disability but also to support their career progress and development.

Table 4.   Representation of People who identify as having a disability, across time

Quarter-Year	March-2022			June-2022				September-2022				December-2022				March-2023				June-2023				September-2023			
AO salary equiv label	F	M	Total	F	M	X	Total	F	M	X	Total	F	M	X	Total	F	M	X	Total	F	M	X	Total	F	M	X	Total
AO2 Equivalent	3	3	6	3	2		5	3	2		5	2	2		4	1	2		3	2	2		4	2	2		4
AO3 Equivalent	9	4	13	10	4		14	10	4		14	11	4		15	10	3		13	10	5		15	9	5		14
AO4 Equivalent	9	7	16	13	6		19	12	7		19	11	8		19	12	8		20	13	7		20	12	8		20
AO5 Equivalent	14	11	25	18	16	1	35	18	16	1	35	19	16	1	36	18	19	1	38	16	14	1	31	18	11	1	30
AO6 Equivalent	6	7	13	11	12		23	11	11		22	10	8		18	15	9		24	19	13		32	18	15		33
AO7 Equivalent	7	5	12	8	6		14	7	7		14	7	8		15	6	7		13	8	8		16	8	6		14
AO8 Equivalent	1	4	5	1	4		5	1	3		4	2	3		5	2	3		5	2	3		5	4	4		8
SO Equivalent	1		1	1	1		2	1	1		2		2		2		2		2		1		1		1		1
Total	50	41	91	65	51	1	117	63	51	1	115	62	51	1	114	64	52	1	117	70	53	1	124	71	52	1	124

People who identify as CALD1 and CALD2

- Our agency has seen substantial improvement in people who identify in this cohort, as shown in Table 5 and Table 6.

- CALD1 has increased from 53 people in March 2022 to 206 people (13.57%) in September 2023.

- CALD 2 has increased from 29 people in March 2022 to 146 people (9.62%) in September 2023.

- This exceeds sector-wide targets.

- Unlike other target groups, there is more proportionate representation of this cohort across leadership levels, with 13 people at Senior Officer level and 4 at Senior Executive Service level.

- In terms of our future actions, increasing representation for this cohort would not be a priority. In a later section of the report, we will analyse respect and inclusion indicators, to ensure that their workforce experience is also positive.

Table 5. People who identify as CALD1 across time

Quarter-Year	March-2022			June-2022			September-2022			December-2022			March-2023			June-2023			September-2023		
AO salary equiv label	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total
AO2 Equivalent	1	1	2	2	2	4	1	2	3	2	2	4	1	1	2	1	1	2	1	1	2
AO3 Equivalent	4	3	7	11	6	17	11	5	16	11	7	18	13	8	21	12	8	20	10	7	17
AO4 Equivalent	3	1	4	14	8	22	14	9	23	11	11	22	13	13	26	8	10	18	12	9	21
AO5 Equivalent	11	8	19	20	23	43	21	23	44	25	26	51	21	22	43	29	24	53	26	23	49
AO6 Equivalent	7	2	9	16	20	36	16	24	40	16	21	37	19	22	41	25	21	46	25	23	48
AO7 Equivalent	5	2	7	14	14	28	14	14	28	9	12	21	12	12	24	12	17	29	14	19	33
AO8 Equivalent	3	1	4	9	7	16	7	9	16	8	10	18	10	12	22	11	15	26	11	14	25
SO Equivalent	1		1	1	2	3	2	2	4	2	2	4	3	2	5	4	3	7	6	3	9
SES Equivalent and above				1		1	1		1	1		1	1		1	2		2	2		2
Total	**35**	**18**	**53**	**88**	**82**	**170**	**87**	**88**	**175**	**85**	**91**	**176**	**93**	**92**	**185**	**104**	**99**	**203**	**107**	**99**	**206**

Table 6. People who identify as CALD2 across time

Quarter-Year	March-2022			June-2022			September-2022			December-2022			March-2023			June-2023			September-2023		
AO salary equiv label	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total
AO2 Equivalent				1		1	1		1	1		1	2		2	1		1	1		1
AO3 Equivalent	4	2	6	6	9	15	7	10	17	8	9	17	8	8	16	13	7	20	12	8	20
AO4 Equivalent	2	1	3	5	5	10	7	6	13	7	8	15	7	11	18	6	10	16	7	6	13
AO5 Equivalent	5	3	8	16	17	33	14	16	30	16	20	36	14	17	31	17	14	31	20	16	36
AO6 Equivalent	2	2	4	9	14	23	8	18	26	8	16	24	11	19	30	13	21	34	11	20	31
AO7 Equivalent	4	1	5	9	10	19	11	10	21	9	10	19	11	10	21	13	13	26	14	15	29
AO8 Equivalent	1	1	2	3	3	6	1	4	5	2	4	6	4	6	10	4	7	11	4	6	10
SO Equivalent	1		1	3	1	4	4		4	2		2	2		2	4		4	4		4
SES Equivalent and above										1		1	1		1	1		1	2		2
Total	**19**	**10**	**29**	**52**	**59**	**111**	**53**	**64**	**117**	**54**	**67**	**121**	**60**	**71**	**131**	**72**	**72**	**144**	**75**	**71**	**146**